

# OVERCOMER



**KAA**  
Kids Across America

JOHN  
16:33

## KAA 3 / K-KRUNK LEADERSHIP PLAYBOOK



# Directors' Welcome

**What's up, family!** We are beyond excited that you've chosen to serve with us this summer. The opportunity before us is nothing short of incredible—we get to share and show Christ to kids from all over the nation. This is no accident. God has called you here, for this time, for this purpose.

In Isaiah 6:8, the Lord asks, “Whom shall I send? And who will go for us?” to which Isaiah boldly responds, “Here am I. Send me!” That same call is on us this summer. You have been sent here to be a light, to love deeply, and to serve wholeheartedly. This is not just another summer job—it's a divine assignment.

There will be highs and lows, victories and challenges. But in all of it, our charge is simple: remain faithful. Whether in moments of joy or exhaustion, trust that God is moving in and through you. Your presence, your words, and your love will plant seeds that have eternal significance. Lean into the truth that it's His strength—not ours—that sustains us.

Let's go all in, hold nothing back, and expect God to do more than we could ever imagine. **Here we are, Lord. Send us.**

*Hunter Wadman*

**Hey y'all!** This camp season has come far too quickly! I hope that this past year has been one of continued growth and applying what you've learned from last summer. But now...it's time to get back to work! KINGDOM WORK! This time of year always reminds me of my time as a summer staffer. I lived by the scripture, Mark 10:45, “for the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.” Christ did not come to this earth to elevate Himself. Instead, He made it His business to let the Lord's kingdom come and the Lord's will be done on earth, while also completing the finished work of the cross. Since we get to dwell in the finished work of salvation, may we all carry the same posture of Christ. To humble ourselves as servant leaders, ready and willing to out-serve every person that we are entrusted with this summer. Matthew 9:27



says, “the harvest is plentiful, but the laborers are few.” This summer, we will sow the seed of Truth into our staff and campers, water it with love, and watch as the harvest grows and lives become transformed by the gospel of Jesus! The work is hard and sanctifying, but well worth the product it produces in not only others, but ourselves. I cannot wait to lock arms with you this summer! I pray that you are ready and willing to be used by the Lord as a co-laborer for the kingdom! Love y'all always!

*Marla Manous*



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# LSW SCHEDULE 2026

@ KIDS ACROSS AMERICA

## THURSDAY

APRIL 9, 2026

- 6:00 PM Dinner at the PSM
- 6:15 PM Welcome, Staff Intros, and House Keeping
- 6:30 PM Ice Breaker/Team Building
- 7:00 PM Praise and Worship and Prayer
- 7:30 PM Individual Camp Time
- 9:00 PM Settle into Cabins

(HG - Keep it Clean)

## FRIDAY

APRIL 10, 2026

- 7:00 AM Wake Up
- 7:30 AM Morning Devo
- 8:00 AM Group Discussions
- 8:15 AM Breakfast
- 9:00 AM Praise and Worship and Prayer
- 9:30 AM Individual Camp Time (KAA1 Onboarding)
- 11:30 AM Driver Test
- 12:30 PM Lunch PSM
- 1:30 PM Safety Training
- 2:30 PM Individual Kamp Time (KAA2 onboarding)
- 3:30 PM Break
- 4:00 PM Abuse Report Training / Minor Policy
- 5:00 PM CPR Training
- 6:00 PM Dinner PSM
- 7:00 PM Competition
- 8:30 PM Leadership Social
- 10:00 PM Settle in Cabins

(KAA 3 - Keep it Clean)



# LSW SCHEDULE 2026

@ KIDS ACROSS AMERICA

## SATURDAY

APRIL 11, 2026

- 7:00 AM Wake Up
- 7:30 AM DEVO
- 8:00 AM Group Discussions
- 8:15 AM Breakfast
- 9:00 AM Gospel Training
- 10:00 AM Leadership Charge/STW Schedule
- 10:30 AM Leadership Circuits Panel
- 11:45 AM Break Out Groups
- 12:30 PM Lunch with Leadership CO's
- 1:30 PM Individual Camp Time
- 3:30 PM Prayer Walk
- 4:00 Say-So at Kaleo Center
- 4:30 PM Showers
- 5:15 PM Team Pictures
- 5:30 PM Leave for STAFF BONDING EVENT!
- 6:30 PM Dinner at Event
- 9:30 PM Return
- 11:00PM Lights Out

(KAA1 - Keep it Clean)

## SUNDAY

APRIL 12, 2026

- 8:00 AM Breakfast Clean Up
- 9:00 AM. Departure Pray
- Full Time Staff Clean Rooms

(All Hands on Deck -  
Keep it Clean)

# SESSION I

ICE BREAKERS

2026 THEME

*(DEVO BY HUNTER)*

FLAGSHIP CAMP MINDSET

M.O. & EXPECTATIONS

ALL LSHIP EXPECTATIONS

LSHIP ROLE INTROS

HOW-TOS:

- LEADING A BIBLE STUDY
- \*\*UPPER ROOM DISCOURSE
- SHARE YOUR TESTIMONY

CLINICS

STAFF TRAINING

SAFETY

FRIDAY NIGHTS OFF/TEAM  
BONDING

2-4S DURING THE WEEK

GUY/GIRL SPLIT TIME

KALEO SOCIAL PLANNING

BIBLICAL  
MANHOOD/WOMANHOOD

ASSIGN STAFF GROUPS

(Director Notes)

AD/Competition - Friday lunch  
Programs/Crosstalk - Saturday Lunch

# K-KRUNK BREAKOUT SESSIONS

## SESSION II

COMPETITION

PARTY/VESPER THEMES VOTING  
& PLANNING

VOTD VOTING

PRAY FOR CAMP, STAFF, UNITY

## SESSION III

DEVO

TEAM BUILDING EXERCISE AT  
KAA3

*(meet in office)*

JOB DESCRIPTIONS REVIEW

- *What i learned about my role, specific to our camp, how the team can support me*

BREAK

RELATIONSHIP EQUITY

CONFLICT RESOLUTION

TIE-UP LOOSE ENDS

PRAY FOR LEADERSHIP UNITY

# IMPORTANT DATES TO REMEMBER

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5/13-5/22	Uncle Week
5/16-5/20	Auntie Week
5/18-5/19	Life Gaurd Training (arrival on 15th)
5/16-5/20	Boat Driver Training
5/15	Waterfront Coordinator Training
5/16-5/20	Ropes Training
5/20-5/30	Staff Training Week
5/31	Opening Day

## Summer 2026 Session Dates

- Week 1: May 31 – June 5
- Week 2: June 7 – June 12
- Week 3: June 14 – June 1
- Week 4: June 21 – June 26
- Week 5: June 28 – July 3
- Week 6: July 5 – July 10
- Week 7: July 12 – July 17
- Week 8: July 19 – July 24
- Week 9: July 26 – July 31

# KAA Foundation

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## **Our Vision**

Transforming Urban Youth to Impact  
their Communities for Christ

## **Our Mission**

To Build Christian Leaders by  
Encouraging, Equipping, and  
Empowering Urban Youth and Their  
Mentors Through Camping and Education





# OUR TEAM

**Leadership Weekend 2026**

# DIRECTORS



**HUNTER WADMAN**

*Sr Men's Director*



**MARLA MANOUS**

*Women's Director*



**JOSIAH "JOJO" SALEEM**

*Assist Men's Director/  
EScheduler*



**KEZIAH SEGOVIA**

*Assist Women's Director*

# LADIES



**CHANEL WILLIAMS**  
*Head Programs*



**CANDACE VANN**  
Athletic  
Director/Scheduler



**UNKNOWN**  
Pool head??



**ALAINA FRANCIS**  
Kamper Kare/CAP



**ESTHER GBLOESSE**  
Locker Coordinator



**JADA MITCHELL**  
Programs



**ONIX EBERLE**  
Ropes



**RUTE RETTA**  
ODL



**JADA "V" WASHINGTON HOLT**  
DHDL

# FELLAS



**TYLER NEAL**  
*Waterfront Coordinator*



**TE'SHAWN BOOKER**  
*Locker Coordinator*



**ALEX DUPUIS**  
*Head Ropes*



**NOAH MEDINA**  
*Camper Care*



**CULLEN SLATTERY**  
*Athletic Director*



**TYSON DEWEY & JOSHUA "JP" PEARSON**  
*Programs*



# Core Values

**Leadership Weekend 2026**

# LEADERSHIP TEAM

mindset

## Servant Leadership

At KAA, we believe we are more than a team—**we are a family**. As Directors, our desire is for every staff member and leadership to feel safe, known, and deeply connected. We are committed to leading, serving, and modeling healthy, Christ-centered relationships within our leadership team so that these same values are lived out and multiplied among our staff.

At the core of our leadership is a mindset of servant leadership. We do not lead from a place of status or authority alone, but from a commitment to serve others first. As a team, we will strive to outdo one another in love, honor, and action—reflecting the heart of Christ in the way we care for and lead those around us. Together, we set the standard for the “**I’m Third**” way: **putting God first, others second, and ourselves third**. As we come alongside our staff with humility, intentionality, and care, we will encourage, equip, and empower them to lead and serve their peers and campers in the same way.

Servant leadership ultimately embodies the call to say, “Follow me, as I follow Christ.” Our lives—not just our words—become the example others look to as they learn what it means to lead like Jesus.

*I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.*  
- Ephesians 4:1-3

## Unity in Christ

Just as the church is one body with many members, this leadership team functions the same way (1 Corinthians 12). Each of us has different roles and responsibilities, yet we are united by one mission: to glorify God and make Christ known to every person who comes through the gates of this camp. Because of this, we do not lead in competition, but in collaboration. We are called to operate as one—supporting one another, protecting one another, and consistently pursuing each other’s best interests.

Our unity is rooted in Christ. Biblical peace, or shalom, reflects a wholeness and harmony with both God and one another. While conflict and disagreement are natural, division is not the goal—unity is. We are called to be peacemakers who pursue understanding, extend grace, and fight for relational wholeness within our team. This means we reject gossip and slander, and instead go directly to one another when conflict arises. When needed, we invite our Directors in to help guide resolution. In every situation, we choose honesty, humility, and reconciliation over avoidance or division.

Above all, we must remember that our staff are watching. Just like our campers, they are quick to notice disunity. For that reason, we must consistently present a unified front. When we model Christ-centered unity, we set the tone for the entire camp—creating a culture where others are equipped and encouraged to live and lead in the same way.

“Therefore if you have any encouragement in Christ, if any comfort from His love, if any fellowship with the Spirit, if any affection and compassion, 2then make my joy complete by being like-minded, having the same love, being united in spirit and purpose.”  
- Philippians 2:1-4

# LEADERSHIP TEAM

**mindset**

## Gospel Focus

The Gospel is the foundation that shapes everything we do. It defines the position from which we live, the way we lead, how we handle conflict, how we celebrate one another, how we disciple, and how we point both campers and staff to Jesus. It reminds us that we were not saved merely to perform well, but to be transformed—into people who live and lead differently because we belong to Christ.

A gospel-centered leader understands that their worth is not found in what they produce, but in whom they belong to. From that identity, we lead with both authority and compassion, holding in balance discipline, grace, and exhortation in the same way God relates to His children.

In moments of exhaustion or uncertainty, we rely on Christ's strength in our weakness (2 Corinthians 12:9). We seek wisdom and discernment to navigate the challenges that come our way, trusting that Christ is both in us and with us. Our role is to remain in Him, allowing ourselves to be vessels He uses for His glory.

“For the Son of Man came not to be served, but to serve, and to give His life as a ransom for many.”

*-Mark 10:45*

## Spiritual Leadership

### Quality, Quiet Time with God

- The Discipline of a quality quiet time keeps you stay rooted in Christ, aligning your heart with His truth and strengthening your faith. It creates space to hear His voice and be equipped to live out the gospel each day. - Mathew 26:36

### Leading Small Groups

- Lead with a strong biblical foundation that keeps Christ and His Word at the center, ensuring growth is rooted in truth rather than opinion - 2 Timothy 3:16-17

### Sharing your Testimony

- confidence in sharing your testimony points others to what God has done in your life, making the gospel personal and relatable - 2 Thessalonians 2:8

### Handling Conflict

- Confrontation partnered with compassion allows for unity be at the forefront when correction is needed. Disciplining in love when needed Hebrews 12:6

Encourage and exhort staff and peers to be initiators of Christ

- - 1 Thessalonians 5:11

# H.E.A.R.T. Posture

## H - Honor One Another

We will strive for compassion, fellowship, and unity in the body of Christ.

*Love one another with brotherly affection. Outdo one another in showing honor.*

*– Romans 12:10*

## E - Equip Disciples of Christ

We are committed to teaching and modeling the ways of Christ and walking alongside you to help you grow in His image.

*They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer. – Acts 2:42*

## A - ALL IN!

Our goal is excellence in all that we do. We will work hard and play hard!

*Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ. - Colossians 3:23-24*

## R - Reverence for God & His Word

Keeping the power and authority of God and His word in the forefront of our hearts helps us to walk in obedience daily.

*The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is insight. – Proverbs 9:10*

## T - Trust The Process

We will commit to running our race and finishing well, even when opposition strikes.

*Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways, acknowledge Him and he will make your paths straight. – Proverbs 3:5-6*



# **JOB DESCRIPTIONS**

**Leadership Weekend 2026**

# LEADERSHIP

## Responsibilities & Expectations

### RESPONSIBILITIES

- Attend LSHIP meetings on time daily.
- Lead Counselor Huddle each morning at Flag. Be prepared with a devo at all times and challenge counselors to share as well.
- Attend designated meal time and check in with counselors/aux staff in our care
- CO-lead staff Small Group daily
- Complete the Camp Roaming Sheet and sign off on it
- Teach 1-2 classes daily
- Serve in the dining hall minimum 2x's per week
- Facilitate Challenge Course when scheduled by Assistant Directors
- Engage and assist in all evening programs. Dress up and Participate!
- Cabin and counselor checks during TAPs.
- Clean and organize LSHIP office space during changeover
- Clean and organize LSHIP cabin during changeover
- Participate in all camp clean up during changeover
- Prep Pros & Grows for the beginning of each session
- Identify a potential successor by the end of the summer. Must receive Director approval!

### EXPECTATIONS

- LEAD WITH LOVE!
- Always operate with integrity.
  - Familiarize yourself and follow all Kamp guidelines and protocols
- Open communication.
  - A team that talks is a team that progresses.
- Invest in the staff.
  - Small Group
  - Encouragement
  - Prayer
  - Accountability
  - TIME
  - Writing Notes
- Always be VISIBLE and AVAILIABLE
  - Ministry of presence.
- Know YOUR role. Have THEIR back.
  - Don't do the "bare minimum."
  - Go above and beyond!
  - We won't say: "That's not my job."
- Out serve one another
- No one is done until we're all done!

# ASSISTANT DIRECTOR

- Present a unified front to the entire staff with WD
  - Oversee Secret Sis/Blind Brother

## During Staff Training

- Lead by example a standard of excellence for that lady's side
- Assist Directors in determining first COships for the first term
- Assist respective leadership with helping them organize and get acquainted with their roles

## During Sessions

- Meet with Director for 1-on-1 daily
- Assist the Directors and free them as much as possible
- Present a unified front to the entire staff. This means supporting the Dirc. and handle “domestic” issues in private. Adhere cheerfully to guidelines given
- Responsible for respective (ladies/fellas) side of kamp when Dirc. is gone
- Learn kamp protocol in all areas
  - Know the Crisis Management book, how to handle abuse cases, and the protocol for lice management
- \*Schedule Challenge Course facilitators weekly from LSHIP team
- Organize term evaluations for counselors and komos/maintenance, OGs
- Responsible for knowing staff paperwork to-do in absence of the Dirc.
- Coordinate /Notify schedule changes w/ cooks, komos, nurses, kaleos, HG
- Assist with setting up a system to effectively spread out leadership and counselor 2-4s
- Women’s: Assist with Administering ALL lady/fella kamper cabin assignments on Opening Day
- Men’s: Assist with the organization and flow of ALL Opening Day activities. Assist with grill as needed.
- Assist with Coordinating and communicating any adjustments made to the daily schedule
- During 1st full day of kamp at pep rally – with Lead Directors, greet and charge big girls/guys cabins (oldest 2 cabins)
- supervise check-ins
- Assist with CO selections each week
- Serve as accountability for each respective leadership team
  - (No bashing the Directors - make sure they are at meals on time - Implement championship locker in Lship cabins - L:ship bedtime is 11:30pm sharp - above reproach at all times)*
  - Other duties assigned by Director(s)

## S.S/B.B & Lifer Party Coordinators

- . Select Theme
- . Arrange food
- . Select decoration crew
- . Assign waiters/waitresses
- . Choose date (w/director’s approval)

# AHLETIC DIRECTOR

- Equip staff through educating, training, and certifying.
- Oversees classes, activities, and activity zone organization.

## During Staff Training

- Set out all equipment for the summer
- Coordinate and assign leadership to teach C.O. training for certifications
- Administer C.O. Tests staff during staff training and in between terms. Retest as needed making sure that everyone passes.
- Identify specialty heads with Assistant Directors during STW
- Make sure every specialty has a curriculum or routine set for the summer.
- Plan Rainy Day Schedule and Ideas with Programs and Schedulers
- Connect with the Safety Director on CO guidelines and training

## During Sessions

- Input award candidates into excel masterlist spreadsheet
- Manage and keep organize athletic closet
  - coordinate needs with director(s)
  - take inventory during STW + Session 9
- Visit classes daily to ensure proper teaching or curriculums and hold staff accountable to lead great classes
- Notebooks: Make sure each specialty has a notebook with curriculum and adequate roll sheets
  - Collect and clean out each notebook in between sessions
  - Pick up and collect class notebooks at the end of the week and put them back out Monday morning with new class rosters
- Coordinate Championship locker party
- Coordinate all cabin, competition and, championship locker awards.
  - Meet with counselors to select lower (1-4) and upper (5-8) division winners
  - Tabulate Championship locker scores each day and keep a running count each session
    - Answer all counselor questions regarding championship locker
    - Do not allow campers to see score sheet
    - Coordinate with director(s) on who will judge
  - Tabulate Competition scores.
    - Make sure counselors are submitting their cabin results each day (Keep score sheet posted outside of the office)
- Meet with counselors to select campers for character quality and cabin awards but lunch on Wednesday
- Coordinate Vespers with Programs team
  - Coordinate Setlist
  - Prepare and assign awards to Specialty heads and Lship for Vespers
  - Bring all awards, plaques, competition t-shirts, and ribbons to Vespers.
- Keep record and photos of I'm 3rd winners (i.e. Name, ministry, Kaleo name, session). Give to ODL to file in Black Box.

## Miscellaneous

- "Tosser/Flipper" Opening Night Picnic at BooYow grill
- ALL general Leadership Team responsibilities and expectations

# SCHEDULER

- Chief officer of the flow of camp
- Be an expert on every camp schedule and rainy day plans

## During Staff Training

- Learn staff personalities, interests, talents, and capacities.
- Learn and familiarize self with Camp activities.
- Work with AD, WC, and Ropes to set the schedule for Challenge Course, Tree Tops and Ski Camp
- Assist with C.O. certifications

## During Sessions

### Opening Day

- Lead person in checking in campers and getting their schedules picked out
- Work with co-scheduler and assistants to determine how you want to sort out camper preferences
- Update class list depending on camp size that week
- Complete cabin class schedules and have them given to counselors before the end of Opening day

- Work with Ropes Heads to update weekly tree-tops schedule, as needed.
- Communicate with staff to understand how schedule is working, how campers are responding, necessary changes or additions, etc.
- Work with Directors to facilitate staff time off.
- Coordinate & communicate with your Co, HG, Dining Hall, ODL, Nurses, KSTs, and all other staff who may need to know any major adjustments made to the daily schedule.
- Communicate with counselors and other leadership to see who is in need of off periods, breaks, or has class preferences
- Complete the next day's schedule before the evening's program. [Do not work during if at all possible. BE present!]
- Display copies of the daily schedule at the office, flag, and inside the dining hall each day.

## Changeover

- Lead and assist in general work sessions.
- Clean and organize L-Ship Office.
- Prep rosters and schedules for the next session of campers

## Miscellaneous

- ALL general Leadership Team responsibilities and expectations
- Other duties assigned by Director(s)

# DINING HALL DISCIPLESHIP LEADER (DHDL)

## **Operations:**

- Enforce all food handler guidelines in the Dining Hall, maintaining a clean and safe work environment, ensuring all food is handled and served safely
- Communicate regularly with the Kitchen Manager about all things food-related
- Turn in/communicate order needs to Kitchen Manager every Sunday & Wednesday afternoon when needed
- Follow menu and ensure Ski Camp, Picnic meals, Parties etc. are planned and served accordingly
- Oversee Komos & Assistant DHDL and assign daily tasks, ensuring all cleaning checklists have been completed for every meal
- Manage time off and weekly 24's of all Komos and yourself
- Live with fellow komos and along with Asst. DHDL ensure championship locker is happening in the Komo cabin at least 2x's weekly
- Assist with the managing of volunteer groups when servicing in the kitchen
- Plan and facilitate fun activities for your Komos on a weekly basis
- Meet weekly with Kitchen Manager to debrief and discuss needs and areas of improvement

## **Discipleship:**

- Have Bible Study with Komos 2x's a week
- Create intentional plan/time to invest in each Komo individually & komos collectively
- Have a time of prayer with Komos and self (including quiet time)-DAILY

## **Leadership:**

- Serve on your individual Camp's Leadership Team
- Attend scheduled Bible Studies with Leadership Team and Director of Foodservices
- Complete tasks assigned by Women's Director, Director of Food Services, & Kitchen Manager
- Ensure all food for picnic/parties is coordinated and communicated to Directors & Kitchen Manager

\*Please refer to the DHDL /Kitchen Manager Leadership Manual for more detailed information.

# CAMPER CARE

## During Staff Training

- Facilitate conversations with counselors on dealing with behaviors and approaches to discipline.
- Model how to establish and build relationships with campers on Opening Days by getting to know the staff.
- Train counselors on the Getting the Job Done sheet and Camper Agreement form
- Model how to fill out the discipline log and its importance
- Assist in training counselors on camper protection protocols.
- Learn the CPP guidelines and champion them.

## During Sessions

- Opening Day:
    - Participate in camper check-in. Once they get past the craziness of the welcome party, be the first person to show care for the campers.
    - Help transition from check-in to cabins.
    - Visit each cabin before dinner.
    - Assist with picnic tear down and clean up.
  - Run point on camper behavior issues.
    - When necessary, bring the issue to the Assistant Director's attention.
  - Check discipline log several times per day.
  - Keep aware of homesick campers, not adjusting well, and/or the outsiders in the cabin.
  - Set a personal goal on how many kids' names to ask, learn, and remember.
  - Help provide supervision to all evening programs. Eyes on campers above all else. ("Party Security")
  - Keep detailed notes on each camper who is involved in the discipline system. Keep information in a private notebook.
  - Coach and correct counselors on disciplinary tactics. This isn't the military, but we do expect discipline.
  - Discourage "group discipline" when it is not merited.
- Oversee & Facilitate Harambe & Kaleo Social (Tuesdays during Harambe hour)
- work with LC
- Assign Harambe locations.
  - On Monday, meet at flag to explain locations and guidelines.
  - Remind everyone that ALL activities are closed during this time. No sports of any kind.
- Awareness of Kids w no Kaleos

## Miscellaneous

- ALL general Leadership Team responsibilities and expectations
- Other duties assigned by Director(s)

# OFFICE DISCIPLESHIP LEADER (ODL)

- Champion of Hospitality and Customer Service
- Preferably strong in administrative tasks and organization.

## **During Staff Training**

- Learn your office team. (Testimonies, Personalities, Hopes/Fears, Passions, etc.)
- Cast vision for your team and set expectations!
- Learn and review the Office Playbook and learn Black Box system.
- Organize, clean, and maintain office space.
- Train preparation of Cabin Bins.
- Familiarize the office team with the intercom system.
- Familiarize yourself and the office team with the daily schedule.
- Check office inventory from the previous year and order any necessary supplies.

## **During Sessions**

- Daily Responsibilities
  - Maintain excellent guest service in person and over the phone!
  - Distribution of staff mail and messages in a timely fashion.
  - Keep camp on schedule with intercom announcements!
  - Make sure there is no unauthorized use of the phones.
- Organize and file all camp forms and records – camper cards, decision cards, Kaleo information, etc.
- Communicate with Director all supplies needs.
- Store counselor valuables. Only distribute staff phones with Director approval!
- Oversee staff 2-4 check out form
- Opening Day
  - Oversee distribution and collection of cabin bins.
  - Assist registration as needed.
- Vespers Day
  - Oversee camper packet distribution.

## **Changeover**

- Clean & tidy office space.
- Run cabin lists for next session.
- Blackbox
  - scan and upload all required forms to the digital blackbox
  - Organize physical blackbox with all necessary forms

## **Miscellaneous**

- Lead Bible Study with Office Team. (DNA Curriculum)
- Assist Leadership staff with varying tasks.
- Hold Leadership Team accountable, with Director, to have a clean and organized Leadership Office.
- Oversee the Office Team's cabin. (Weekly Championship Locker)
- Plan a fun activity or outing with the Office Team each term. (Get Director's approval and help!)
- Identify a potential successor. Must receive Director approval!
- Complete full office inventory during session 9.
- Other duties as assigned by Director.

**\*Please refer to the ODL Playbook for more detailed information.**

# PROGRAMS

- Responsible for the VIBE at kamp.
- Plan & Execute fun, engaging programs for kampers and staff.  
“Face of kamp”

## During Staff Training

- Take inventory of all sound equipment (e.g., microphones, speakers, amps, subs, boards, speaker stands, cords, etc.)
- Plan Rainy day Schedule with Athletic Director and Scheduler
- Lead the charge when it comes to training our staff on HYPENESS.
- Teach cheers and strolls to staff.
- Develop setlists for all programs during Staff Training.
- Cross Talk development and practice
- Opening Day plans and preparation
- Model Y.O. skits and meal announcements.
- Set standard for dining hall atmosphere!
  - o Cheers
  - o Engagement
  - o Music
  - o Hype Sessions

## During Sessions

- Daily meetings with the Programs team and Directors.
- Lead and execute all programs: Opening Day & Night, Imprint, Parties, Church, Say-So, Vespers.
  - o Setlists
  - o Decorations
  - o Lights
  - o Costumes
  - o Games
  - o Music
  - o Speakers/Teachers
  - o Slides/Videos
- Oversee FUAGNEM, assigning different L-Ship guys/girls to lead each day.
- Share and Rotate Programs Production Crew:
  - o Stage Manager – Responsible for speaker needs, mic adjustments, prop adjustments, water, etc.
  - o Sound Booth – Responsible for soundboard, lights, computer, power point, music, etc.
  - o Floor Manager – Responsible for windows up/down, temperature, bugs, checking volume, assisting the sound booth and stage manager, passing out materials, selecting volunteers, etc.
- Oversee Y.O. skits and provide guidance/feedback.
- Follow proper protocol for secular music at kamp. Must be approved by Director and through the music filter.
- Identify and assemble a praise & worship team to lead at KAA2.

## Changeover

- Vacuum carpet in gym.
- Reorganize skit closet, equipment closet, and sound booth.
- Wipe down shoe cubbies & sweep porches.
- Decorate Gym for Opening Night!

## End of Summer

- Do a completely typed inventory list of all programming items and needs at the end of the summer. Make sure it is dated and presented to Director.
- Winterize skit closets, gym equipment, and programs supplies. (Neat & Organized!)

## Miscellaneous

- ALL general Leadership Team responsibilities and expectations
- Other duties assigned by Director(s)

# LOCKER COORDINATOR

“The Kamp Chaplain”

- Provide support to the staff through your presence and investment.

## **During Staff Training**

- Learn the Staff with groups conversations and 1on1s with Staff (Testimonies, Personalities, Hopes/Fears, Passions, etc.)
- Work with your Director/Assist Dir. team on potential co-matchups
- Facilitate Championship Locker
  - Train Counselors on guidelines and expectations.
  - Be available to explain scores.
  - Challenge & coach towards improvement.
  - Schedule & assign judges (ogs, komos, bbo)

## **During Sessions**

### • Opening Day

- o Help Komos load food, tables, etc. for picnic
- o Teach Y.O. and cheers
- o Provide Instruction & Direction for picnic and coordinate Dismissal
- Cabin walk-throughs throughout the session. Checking in on staff and providing support.
- Oversee Lost & Found. Collect during the week and set out on Vespers day.
- Implement a system for keeping cabins stocked with supplies.
- Update Directors on counselors and staff.
- Coordinate cabin repairs with KAA1 maintenance guys. (Terry Rankin & Robbie DePatten)

### Oversee & Facilitate Harambe & Kaleo Social (Tuesdays during Harambe hour)

- Assign Harambe locations.
- On Monday, meet at flag to explain locations and guidelines.
- Remind everyone that ALL activities are closed during this time. No sports of any kind.
- Awareness of Kids w no Kaleos

### Birthdays

- Communicate camper birthdays with Programs teams.
- Communicate with DHDL for Ice Cream & Cake.

### Facilitate Championship Locker

- Train Counselors on guidelines and expectations.
- Be available to explain scores.
- Challenge & coach towards improvement.
- Schedule & assign judges
- Check over CQs and facilitate revisions Thursday Morning

### Vespers Day

- Facilitate character awards as well as I'm Third voting.
- Facilitate I'm Third interviews, attach to share iPhone notes
- Communicate winners with Programs & Athletic Directors.

### Changeover

- Assist counselors with cabin preparation.
- Lead & assist with general work sessions.
- Have list of pros and grows ready for all staff meeting.

## **Miscellaneous**

- Engage and assist in all evening programs.
  - ALL general Leadership Team responsibilities and expectations
  - Other duties assigned by Director(s)

# WATERFRONT COORDINATOR

- Must be lifeguard and CPR certified.
- Keep the waterfront safe, clean, and organized.

## During Staff Training

- Oversee Boater's Clinic
- Learn how the camp's grill works and learn how to grill. Know food safety guidelines for safe meal prep and cooking
- Responsible for certifying and testing all boat drivers.
- Make a copy of each boat driver's boaters license and keep on file.
- Lead and assist work sessions.

## During Sessions

- Coordinate with Head Schedulers in order to schedule weekly ski-kamps for all cabins.
- Attend all grilling events and lead making sure all food is cooked in a timely manner
- Check weather **hourly** to ensure KAA regulated-safe boating practices
- Write and issue safety tickets when any staff, Kaleos, or guests who violate waterfront protocol.
- Communicate gas needs for boats with Chief of Maintenance: Terry Rankin.
- Ski-Kamp
  - o Communicate and coordinate with DHDL to have all necessary food/drink for ski-kamp.
  - o Maintain stack of wood for grill use at lakefront.
  - o Lead a 3-5 minute devotional time with cabins who attend ski-kamp.
  - o Encourage the counselors! Love on them.
- Oversee classes at Waterfront.
  - o Coordinate with Head Schedulers to rotate boat drivers in tubing class. Don't use the same people every day!
  - o Oversee all waterfront classes and activities. (e.g., boats, canoes, fishing, etc.)
  - o Check for C.O. hats during class.
  - o Check and coordinate with A.D. and Directors on supply needs for Waterfront.
  - o Never leave the dock and/or waterfront unattended when class is in session.
  - o Safety Sam signs.

## Changeover

- Coordinate with Directors to have a group of boat drivers help you clean the dock and the boats during work session.
- Rinse off and tidy all lifejackets, as well as any and all canoe equipment.
- Have list of pros and grows ready for all staff meeting.

## Miscellaneous

- ALL general Leadership Team responsibilities and expectations
- Opening Day/Picnic Grill Master
  - o Assist DHDL and komos with picnic clean up.
- Other duties as assigned by Director.
-

# HEAD ROPES

- Must attend ropes training.
- Keep the ropes course clean and stocked with necessary equipment.

## **During Uncle Week & Staff Training**

- Setup Ropes course
- Take inventory and request needed equipment.
- Responsible with Safety Officer for set up of, Zip Line
- Certify staff to teach and operate all high-element activities, except for Tree-Trops (Visit with Director and scheduler for candidates)

## **During Sessions**

- Director of bus traffic on opening and closing days
- Assist with Kamp's Lost Luggage.
- Work with Head Scheduler to plan the ropes schedule.
- Assist counselors with support in the cabin. (Ministry of Presence)
- Set out Luggage signs on Closing Day at the flag/front of gym

## **Changeover**

- Organize & clean ropes equipment.
- Lead & assist in general work sessions.
- Have list of pros and grows ready for all staff meeting.

## **Miscellaneous**

- Engage and assist in all evening programs.
- Identify a potential successor who we could train up in the ways of the Ropes. Must receive Director approval!
- Small Group Leader
- Other duties as assigned by Director.

# POOL HEAD

- Must attend Lifeguard training.
- Keep the pool clean and stocked with necessary equipment.

## During Auntie Week & Staff Training

- Setup Pool
- Take inventory and request needed equipment.
- Responsible with Safety Officer for set up of all High-Risk Activities at the pool
- Help with C/O testing of the pool

## During Sessions

- Conduct swim tests on opening day.
- Reschedule swim test as needed (weather, late arrivals, etc)
- Make sure there are bottles of eardrops at the pool at all times. You will need to make these if you run out. Use 1/3 white vinegar, 1/3 alcohol, and 1/3 water.

(Check w/Nursing Director)

- Be present at the pool if it is open
- Do at least one lifeguard in session to go over all rescues and what your emergency activation plan will be.
- Make sure that your guards know what is expected of them in terms of making sure they are the last to leave and that in case of an emergency, they are the most qualified to handle the situation.
- Sweep, clean up trash, and organize life jackets while the pool is not in use
- Double-check the safety of all events in the pool area daily in case the safety guy misses something.

## Changeover

- Organize & clean pool equipment.
- Lead & assist in general work sessions.
- Have a list of pros and grows ready for all staff meetings.
- Scrub down the pool and wipe down waterslide mats

## Miscellaneous

- Engage and assist at all evening programs.
- At the end of the summer, complete inventory and list any needed items
- Identify a potential successor whom we could train in the ways of the Pool. Must receive Director approval!
- Small Group Leader
- Other duties as assigned by the Director.



# VERSE OF THE DAY

**Leadership Weekend 2026**

# V.O.T.D.

Each day of the week throughout the summer we will have a “Verse of the Day” (VOTD) to set before our kampers and staff. This verse is meant to not only teach them truth from God’s Word but to also begin to instill in them the discipline of Scripture memorization. Psalm 119:11 says: “I have stored up your word in my heart, that I might not sin against you.” These verses will not change from week to week! During Staff Training, our team will lead the YO skits and model how to present the VOTD at flag and meals.

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# **PARTY PLANNING**

**Leadership Weekend 2026**

# PARTY THEMES

## brainstorming

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COSTUMES/  
GAMES/DECOR

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COSTUMES/  
GAMES/DECOR

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# VESPERS THEMES

## brainstorming

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COSTUMES/DECOR

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COSTUMES/DECOR

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COSTUMES/DECOR

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# LSHIP CONTACT INFORMATION

**Leadership Weekend 2026**

# Ladies

## Marla Manous

 405-837-0956

 marla@kaakamps.org

 @marlamanous


## Chanel Williams

 (773) 630-3732

 chanel@kaakamps.org

 @chaneljeanwilliams


## Candace Vann

 (336) 335-9423

 candacevann100@gmail.com

 @\_.candancee


## Alaina Francis

 (240) 319-2747

 aifrancis776@gmail.com

 @alainaiivana


## Rute Retta


 (573) 476-5882

 rute.retta06@gmail.com

 @rute\_retta

## Keziah Segovia


 (573) 228-0314

 ksegovia1618@gmail.com

 @keziah\_2019

## Jada Mitchell

 (469) 627-2313

 jadaalise05@gmail.com

 @jada\_wadaa\_\_

## Esther Gbloesse

 (314) 477-1194

 esthergbloesse25@gmail.com

 ???

## Onix Eberle

 346-372-2301

 onixelisabeth@gmail.com

 oni\_is\_onix

# Fellas


## Hunter Wadman

 (573) 823-3162

 hunter@kaakamps.org

 #instagramlesshunter

## Tyson Dewey

 (224) 237-2877

 tyson.dewey11@gmail.com

 @tysondewey\_


## Joshua Pearson

 (770) 560-7047

 joshua.pearson211@gmail.com

 @\_josh121

## Te'Shawn Booker


 (502) 802-7162

 teshawnbookerjr@gmail.com

 @teshawn.\_

## Alex Dupuis

 (479) 236-4058

 alexsdupuis123@gmail.com



## Josiah Saleem

 (662) 420-3467

 jojo11saleem@gmail.com

 @yeaa\_jo


## Tyler Neal

 (417) 409-8733

 tylerfneal04@gmail.com

 @tylerfneal


## Cullen Slattery

 (303) 909-7685

 cullenslattery@gmail.com



## Noah Medina

 (773) 876-4155

 noahm5064@gmail.com





# STAFF CONTACT LIST

**Leadership Weekend 2026**

